

Frequently Asked Questions

- Q: What is the CFDA (Code of Federal Domestic Assistance) Number?
A: The CFDA for the Rural Business Development Grant program is 10.351.
- Q: What is the Funding Opportunity Number?
A: The RBDG does not have a funding opportunity number. You may leave this field blank on the SF424.
- Q: Do you accept emailed applications?
A: Emailed applications will not be accepted for consideration.
- Q: Is the deadline in your office or postmarked?
A: The application deadline is the date and time that the application must be received by Rural Development if hand delivered. If mailing the postmark must be March 31, 2017 or before.
- Q: How do I address the application package?
A: Please address to:
- Dennis Rodin
USDA Rural Development
PO Box 1737
Bismarck, ND 58502-1737
- Q: I've heard that we need to lease out the property purchased with these funds. I thought this was a grant program.
A: The RBDG is a grant to the applicant. The applicant must purchase the property or otherwise complete the Scope of Work (purchase a building etc.) and then leases the property to a small and emerging business at a fair market rate (IRS depreciation rate at a minimum). If the applicant were to lease the property for a minimum amount (such as a \$1/year) it is considered a "pass through grant" which is an ineligible use of funds. The applicant can then continue to use those funds for other eligible RBDG type projects or if sitting idle, returned to the Federal government at the Federal Government's participation percentage of the project.
- Q: Is the Intergovernmental Review/Intergovernmental Clearance/Executive Order 12372 required?
A: Yes, this is required in North Dakota for all applicants with the exception of Federally Recognized Native American Tribes. Information on how to complete this task is found in Appendix G. Please complete Item #19 on the SF 424 with the date submitted to the Division of Community Services.
- Q: Should the Attachment addressing questions 1, 2, 13, 15, 16, and 17 of Form RD 1940-20 be completed even if the project is simply an equipment purchase?

A: Only technical assistance or planning projects are excluded from the environmental review process. All other projects must complete the 1940-20 which would require Exhibit I (the attachment). The responses to the questions in Exhibit I may be brief or NA in the case of an equipment purchase, but please do take the time to respond.

Q: Who should sign the SF424 as the “Authorized Official”?

A: Please have the Chairperson/President/Mayor sign the SF 424 with the appropriate title. This person should have the authority to commit the organization to the requirements of the grant. Looking ahead, this is the person that will receive the correspondence from USDA including the documents accepting the grant if awarded.

Q: Can someone else be the “Contact” for the grant?

A: Yes, please place this information in Section “F” of the SF424 “Name and Contact Information of Person to be Contacted on Matters Involving this Application.”

Q: What are the administration requirements of the RBDG?

A: The administration of the RBDG does require some time for quarterly reports and proper documentation of expenditures. There are other on-going reports which may be annual or tri-annual once the project is completed dependent upon the nature of the project (technical assistance, equipment purchase, building construction or RLF). RBDG grant administration is a separate training provided to all grant recipients once the grant is awarded. USDA staff works closely with the awardees so that they become comfortable with the reporting and process. If you would like to receive the administration training material prior to application, please make a request to Denise.Sundeen@nd.usda.gov .

Q: Can we include administration costs in the budget?

A: Yes - applicants may utilize a previously negotiated (and approved) Federal indirect cost rate. Otherwise, indirect costs are limited to 10% of the modified total direct costs as defined by the CFR 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.” The CFR 200 may be located at: <http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=e399902ddf78b795f75a66f7b5cf08fd&mc=true&n=pt2.1.200&r=PART&ty=HTML> Please remember that the scoring process awards 5 points if the applicant DOES NOT include administration in the budget.

Q: What areas will you review for accessibility compliance?

A: All projects funded with Federal funds are required to be ADA accessible or a transition plan created to become accessible. This includes the applicant’s place of business as well as the assisted project.